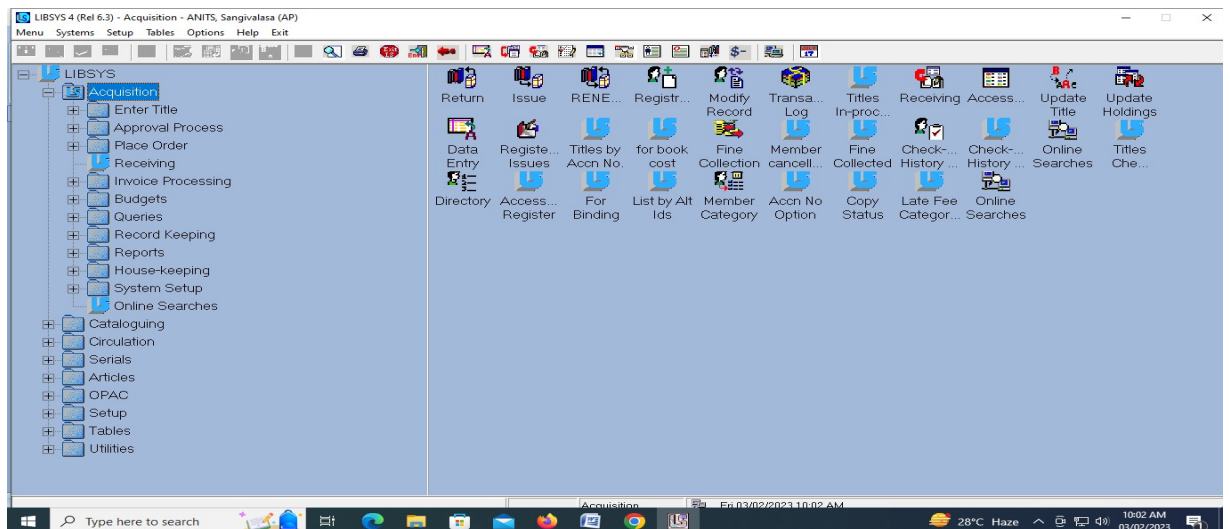- **Acquisition/Ordering**

The acquisition system of LIBSYS deals with the selection and ordering of books and other library materials, such as reprints of articles, micro-fiche, audio-visual tapes, maps, etc., and their subsequent procurement, including the processing of bills for payment. It provides a precise budget analysis at any point in time. Its primary functions are: Initiate titles for ordering

- Approval Process

- Placing order

- Receiving

- Invoice Processing

- Payments Requisition

- Order Queries

- Reports

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Book Orders: